

# ***CAPITAL PLANNING COMMITTEE***

## ***Meeting Minutes***

**October 26, 2022**

### ***Scituate Town Hall - Select Board Hearing Room***

I. Committee Attendees, Richard Taft, Michael Gibson, Curt Gunther, Nicole Brandolini

II. Invitees Nancy Holt (Town Accountant)

III. Call to Order

IV. Approval of Agenda

V. New Business

a) Review FY24 – FY28 capital plan departmental submissions

i. Information Technology - Michael Minchello, Information Technology Director

#### **1. Computer Replacement Request – \$68,100**

##### **a. Findings:**

- i. Computer replacement, representing approximately 20% of current number of computers. It is considered normal to replace computers after 5 years, computers in question are 7 years old.
- ii. Replacement cycle expense is not currently fully budgeted as part the operating budget for the IT department.
- iii. The amount of capital expense currenting in the operating budget is used for software upgrades, licenses, license upgrades, firewall and other operating requirements.
- iv. 63,000 of proposed hardware request represents about 20% of computers in current inventory. Plan is for 2 monitors per workstation.

#### **2. EOC Request – \$ 335,000**

##### **a. Findings:**

- i. Current system is not fully operational.
- ii. New software upgrades make user presentation more productive
- iii. First year that the system has shown up on the capital plan because failures have been recent, sometime over the last few months.
- iv. Video wall is a good means to present different information simultaneously.
- v. Scituate TV Enterprise would also use the hardware and service of a video wall. The room is an origination space for cable TV service. Half of the project cost come from Scituate TV budget.
- vi. Different technologies may still be capable of accommodating interest from Scituate TV.
- vii. Additional Requested Information:
  1. Capital planning has requested information that justifies the expense for video wall technology.
  2. Are there new software solutions that would provide similar multiple video views at different.

#### **3. Public Safety Video Security System, \$302,000**

##### **a. Findings**

- i. Servers and computers were part of the original building. Parts and unit replacements are no longer commercially available.
- ii. Servers no longer can run the most recent Microsoft software.
- iii. Potential savings scenario within the request accounts SQL server

- licenses being purchased directly by the town, which would save about \$70,000.
- iv. New security features would be added as to the system, like remote access, remote lockdown, and web access.
  - v. Additional buildings and facilities have been incorporated into this request.
    - 1. Library would be integrated into this request that would allow the building to part of integrated security scheduling and access.
    - 2. Camera request and integration for new turf fields. Some minor vandalism has happened the turf field.
  - vi. Budget proposal came from a firm where the town has a business relationship to establish a baseline expense. Final procurement will requirement public advertisement and bids.
- ii. Waterways Enterprise – Stephen Mone, Harbormaster
- 1. Request for Truck Replacement - \$42,900**
    - a. Findings:**
      - i. Request is to replace current GMC 2500 to GMC 1500. Fuel efficiency was a noted reason for the selection of that model.
      - ii. Reviewed the sale of used outboard engines for \$16,900, used on the primary harbor master patrol boat. The engines had 3000 hours. Very good resale price. This was much higher than the offered trade in value.
      - iii. Truck is used at about 12,000 miles per year. Current mileage is about 180,000. Residual value could be as high as \$8,000. The used truck will put on the auction.
      - iv. State contracts used to purchase vehicles will be used as part of procurement for the new truck.
    - 2. Current retained earnings account is about \$350,000.
    - 3. Turnover in current slip usage is about 5-7% per year. Very high customer retainage for slips. Not a lot of slips in the market. High demand for slips.
    - 4. New grant application to the state for additional funds has been made to bring down borrowing for new dock space.
    - 5. Additional Requested Information
      - a. There continues to be no plan or action being taken by the Waterways Enterprise to address concerns raised by the Capital Planning Committee, in this meeting and previous meeting, to raise dock rates to comparable to market rates. It was mentioned that there was a prior study done that made a market comparison. The full details were not reviewed. A copy of the study was requested by the capital planning committee.

VI. Old Business/Other Business

- a) Review of prior departmental submissions
- b) Review of upcoming meeting agenda

VII. Approval of minutes

- a) Motion to approve, passed 3 yes / 0 nay.

VIII. Adjournment